



OFFICE OF INJURED EMPLOYEE COUNSEL

Austin Central Office (Metro)

7551 Metro Center Drive, Suite 100, Austin, Texas 78744

(512) 804-4170 | F: (512) 804-4181 | oiec.texas.gov | @OIEC

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to staff in the application area.

***Must submit a State of Texas application to OIECInbox@oiec.texas.gov
Resumes are not accepted in lieu of application.***

Veterans' Preference:

In order to receive a Veterans' preference, the following documents, as applicable, and MUST accompany the State of Texas Application:

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; or
- a copy of the DD 1300.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 27, 27A, 250X, LGL10, 04, 4402, 4410, 44, 51JX, 51

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Current Opportunity: Part- time Temporary Law Clerk

Performs complex (journey-level) legal research and analysis work. Work involves examining and preparing legal documents, conducting research, providing assistance to attorneys, and evaluating documents for making recommendations to justices or attorneys. Drafts appeals of administrative decisions in workers' compensation disputes, conducting legal research and assisting in case preparation. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

This position:

- conducts legal research;
- prepares and edits legal documents;
- reviews and analyzes legal documents, records, and motions;
- ensures timely filings of legal documents; and
- drafts administrative appeals.

Qualifications:

Graduation from an accredited four-year college or university. Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

Additionally, this position requires:

- one year experience in office practices and administrative support work.

Preferences for this position include:

- currently enrolled in an accredited law school or graduation from an accredited law school with an LLB or JD degree; or
- paralegal experience.



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This position requires demonstrated knowledge of:

- Microsoft Word and Excel.

This position requires demonstrated skill in:

- use of correct grammar, punctuation and spelling.

This position requires the demonstrated ability to:

- prepare legal documents;
- conduct research;
- summarize findings;
- interpret and apply laws;
- use legal reference materials;
- read with attention to details; and
- communicate effectively, verbally and in writing, with all levels of employees and the public.

Criminal background checks will be conducted on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

Job Details:

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| Opening Date: | 09/09/2016 |
| Functional Title: | Part-time Temporary Law Clerk |
| Classification Title: | Legal Assistant II |
| Status: | Internal/External – OIEC Employees and the General Public |
| Application Deadline: | Until Filled |
| Pay Group: | B17 |
| Monthly Salary: | \$3,333.34 |
| Annual Salary: | \$40,000.08 |
| Job Posting Number: | 17-017 |
| Location: | 1515 W. Mockingbird Lane, Suite 100 Dallas, Texas 75235 (Dallas Field Office) |
| Travel Required: | 5% |